

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

REFERENCE GUIDE FOR TRUSTEES



August 1, 2005

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ACCESSING CM/ECF

STEP 1. Double click on the **Netscape Navigator** icon on your desktop

STEP 2. Go to our website www.ctb.uscourts.gov (You might want to **bookmark** this page on your toolbar for future access). On the left hand side of the page, click on CM/ECF Access. From this page, click on CM/ECF live database or CM/ECF train database.

STEP 3. The **WELCOME TO CM/ECF** screen displays

- ◆ Click on the **Enter the Document Filing System** hyperlink

STEP 4. The **LOGIN AND PASSWORD** screen displays

- ◆ In the text box next to login:, Enter the your court-assigned login, no spaces, case sensitive
- ◆ In the text box next to password:, type in your assigned password, case sensitive
- ◆ Click on the **[login]** button to continue

If an error is made before submitting the screen, clicking on the **[clear]** button will delete the data and allow you to reenter information

STEP 5. The **CM/ECF MAIN MENU** screen is displayed

- ◆ Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each module is a hyperlink to other modules or hyperlinks allowing participants to file documents, query, view or print a docket sheet or generate reports.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hyperlink on the CM/ECF Main Menu Bar

MOTION TO DISMISS OR CONFIRM

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **Motions/Applications** hyperlink

STEP 3. The **CASE NUMBER** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **FILE A MOTION** screen displays

Note : this is a **multi-part motion** hold down the control key while clicking on both **Confirm** and **Dismiss Case** from the pick list

- ◆ Click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays all the participants on the case

- ◆ Click on the trustee to highlight
- ◆ Click **[next]** to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays **do not** check the box to make the association

- ◆ click **[next]**

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by clicking on the x in the upper right hand corner
- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. THE DOCKET TEXT EDITING screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 9. The FINAL TEXT EDITING screen displays

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 11. The NOTICE OF ELECTRONIC FILING screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an Official court document.

- ◆ Copies of this notice are immediately e-mailed to all participant CM/ECF filers who are parties to this case
- ◆ Make note of the document number

APPLICATION FOR COMPENSATION AND REIMBURSEMENT OF EXPENSES

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **Motions/Applications** hyperlink

STEP 3. The **CASE NUMBER** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. Scroll down to select **compensation** or type in the first letter of your selection for a faster search

- ◆ Click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays all active participants on the case

- ◆ Click on the trustee to highlight

NOTE: If the applicant is the trustee applying for a professional, holding down the **control** key, select both the trustee and the professional from the party screen

- ◆ Click on the **[next]** button to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays - do not check the box to make the association

- ◆ Click **[next]** to continue

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ Navigate to the directory where the appropriate PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down

menu

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by selecting file, then close
- ◆ Minimize the Adobe Acrobat application by clicking on the - symbol in the upper right hand corner
- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **MESSAGE** screen displays instructing you to check the filer box for the party filing the application and to complete the From, To, Fee request and Expense request boxes for the party receiving the Fees and Expenses

- ◆ Click on the **[next]** button to continue

STEP 9. The **CASE VERIFICATION** screen displays

- ◆ Click on the **[next]** button to continue

STEP 10. The **FEE PROCESSING** screen displays. Data entered on this screen are recorded in the Professional Fees Report.

NOTE: When the application is made by the trustee for a professional, 2 applicant segments will appear. Click in the box next to the “filer”, who is the party filing the application.

- ◆ The Professional type must be selected using the drop down arrow button for the party receiving the compensation. Leave the Filer box as is.
- ◆ Enter a date or date range for services performed by the party receiving the compensation
- ◆ Enter the amount(s) in the Fee request and Expense request text boxes for the party receiving the compensation

- ◆ Click on the **[next]** button to continue

STEP 11. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 12. The **FINAL DOCKET TEXT** screen displays

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 13. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case
- ◆ Make note of the document number

APPLICATION TO EMPLOY

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **Motions/Applications** hyperlink

STEP 3. The **CASE NUMBER** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **FILE A MOTION** screen displays

- ◆ Scroll down to highlight **employ** or type in the first letter of your selection for a faster search
- ◆ Click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays

- ◆ Click on the trustee name to highlight
- ◆ Click on **[next]** to continue

STEP 6. The attorney/party association screen appears, do not click the box to create the association, leave blank

- ◆ Click **[next]** to continue

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ Navigate to the directory where the appropriate PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct

- ◆ Close the document by selecting file, then close
- ◆ Minimize the Adobe Acrobat application by clicking on the - symbol in the upper right hand corner
- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **NAME OF PERSON TO BE EMPLOYED** screen displays

- ◆ Type in the name of the party (individual or firm) to be employed in the text box
- ◆ Type in the role of the person to be employed in the text box, i.e. attorney for trustee
- ◆ Click on the **[next]** button to continue

STEP 9. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10. **FINAL DOCKET TEXT** displays

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 11. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an Official court document
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case
- ◆ Make note of the document number

NOTICE OF INTENT TO SELL - PROPOSED

STEP 1. Click on **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** displays

- ◆ Click on the **Trustee/US Trustee** hyperlink

STEP 3. The **CASE NUMBER** displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **TRUSTEE ACTION** screen displays

- ◆ Scroll down to highlight **notice of intent to sell - proposed** or type in the first letter of your selection for a faster search
- ◆ click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays

- ◆ Click on the trustee to highlight
- ◆ click on the **[next]** button to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays, **do not** check the box to make the association

- ◆ click **[next]**

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by clicking on the x in the upper right hand corner
- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **PROPERTY SCREEN** displays

- ◆ Enter the type of property being sold
- ◆ click **[next]**

STEP 9. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10. The **FINAL DOCKET TEXT** displays, click **[next]**

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 11. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case
- ◆ Make note of the document number

NOTICE OF ABANDONMENT- PROPOSED

STEP 1. Click on **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** displays

- ◆ Click on the **Trustee/US Trustee** hyperlink

STEP 3. The **CASE NUMBER** displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **TRUSTEE ACTION** screen displays

- ◆ Scroll down to highlight **notice of abandonment- proposed** or type in the first letter of your selection for a faster search
- ◆ click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays

- ◆ Click on the trustee to highlight
- ◆ click on the **[next]** button to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays, **do not** check the box to make the association

- ◆ click **[next]**

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by clicking on the x in the upper right hand corner

- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **PROPERTY SCREEN** displays

- ◆ Enter the type of property being abandoned
- ◆ click **[next]**

STEP 9. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10. The **FINAL DOCKET TEXT** displays, click **[next]**

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 11. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case
- ◆ Make note of the document number

FINAL REPORT AND APPLICATION FOR COMPENSATION

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **Trustee/US Trustee** hyperlink

STEP 3. The **CASE NUMBER** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **TRUSTEE ACTION** screen displays

- ◆ Scroll down to highlight **Final Report and Application for Compensation** or type in the first letter of your selection for a faster search
- ◆ Click on the **[next]** button to continue

STEP 5. The **PARTY FILER** screen displays

- ◆ Click on the trustee to highlight
- ◆ Click on the **[next]** button to continue

STEP 6. The attorney/party association screen appears, **do not** click the box to create the association, leave blank

- ◆ Click **[next]**

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by clicking on the x in the upper right hand corner
- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename

and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The following **MESSAGE** displays:

- ◆ On The Next Screen: Check the Filer box for the party filing the Application. Complete the From, To, Fee request and Expense request boxes for the party receiving the Fees and Expenses (remember to complete this transaction)
- ◆ click **[next]** to continue

STEP 9. The **CASE VERIFICATION** screen displays

- ◆ click **[next]** to continue

STEP 10. The **FEE PROCESSING** screen displays

- ◆ Check the filer box for the party filing the application
- ◆ The Professional type must be selected using the drop down arrow button for the party receiving the compensation. Leave the Filer box as is
- ◆ Enter a date or date range for services performed by the party receiving the compensation
- ◆ Enter the amount(s) in the Fee request and Expense request text boxes for the party receiving the compensation
- ◆ Click on the **[next]** button to continue

STEP 11. The **DOCKET EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.
- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 12. The **FINAL DOCKET TEXT** displays

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error

- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 13. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an Official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF Filers who are a party in this case
- ◆ Make note of the document number

CHAPTER 7 TRUSTEE'S REPORT OF NO DISTRIBUTION

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **Trustee/US Trustee** hyperlink

STEP 3. The **CASE NUMBER** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **TRUSTEE ACTION** screen displays

- ◆ Scroll down to highlight **Chapter 7 Trustee's Report of No Distribution** or type in the first letter of your selection for a faster search
- ◆ Click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays

- ◆ Highlight the trustee
- ◆ Click on the **[next]** button to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays **do not** check the box to make the association, click **[next]**

STEP 7 . The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
 - ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
 - ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
 - ◆ Close the document by clicking on the x in the upper right hand corner
 - ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.

- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **CASE VERIFICATION** screen displays

- ◆ Click **[next]**

STEP 9. The **FINAL DOCKET TEXT** screen displays

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an Official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are a party on this case
- ◆ Make note of the document number

REPORT OF ASSETS

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **Trustee/US Trustee** hyperlink

STEP 3. The **CASE NUMBER** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. Scroll down to highlight **report of assets** or type in the first letter of your selection for a faster search

- ◆ Click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays

- ◆ Highlight the trustee name, click **[next]**

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays **do not** check the box to make the association, click **[next]**

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
 - ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
 - ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
 - ◆ Close the document by clicking on the x in the upper right hand corner
 - ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
 - ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 9. The **FINAL DOCKET TEXT** displays

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10. NOTICE OF ELECTRONIC FILING screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an Official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case
- ◆ Make note of the document number

CHAPTER 13 TRUSTEE'S FINAL REPORT AND ACCOUNT

STEP 1. Click on **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** displays

- ◆ Click on the **Trustee/US Trustee** hyperlink

STEP 3. The **CASE NUMBER** displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **TRUSTEE ACTION** screen displays

- ◆ Scroll down to highlight **Chapter 13 Trustee's Final Report and Account** or type in the first letter of your selection for a faster search
- ◆ click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays

- ◆ Click on the trustee to highlight
- ◆ click on the **[next]** button to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays, **do not** check the box to make the association

- ◆ click **[next]**

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by clicking on the x in the upper right hand corner

- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 9. The **FINAL DOCKET TEXT** displays, click **[next]**

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case
- ◆ Make note of the document number

REPORT OF SURPLUS

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **Trustee/US Trustee** hyperlink

STEP 3. The **CASE NUMBER** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **TRUSTEE ACTION** screen displays

- ◆ Scroll down to highlight **Report of Surplus** or type in the first letter of your selection for a faster search
- ◆ Click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays

- ◆ Highlight the trustee
- ◆ Click on the **[next]** button to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays **do not** check the box to make the association, click **[next]**

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
 - ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
 - ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
 - ◆ Close the document by clicking on the x in the upper right hand corner
 - ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.

- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 9. The **FINAL DOCKET TEXT** screen displays

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an Official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are a party on this case
- ◆ Make note of the document number

COMPLETION REPORT

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **Trustee/US Trustee** hyperlink

STEP 3. The **CASE NUMBER** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **TRUSTEE ACTION** screen displays

- ◆ Scroll down to highlight **Completion Report** or type in the first letter of your selection for a faster search
- ◆ Click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays

- ◆ Highlight the trustee
- ◆ Click on the **[next]** button to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays **do not** check the box to make the association, click **[next]**

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by clicking on the x in the upper right hand corner
- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.

- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 9. The **FINAL DOCKET TEXT** screen displays

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an Official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are a party on this case
- ◆ Make note of the document number

GENERATING A DOCKET REPORT

STEP 1. Click on the **Reports** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **REPORTS** screen displays

- ◆ Select the **Docket Report** hyperlink

STEP 3. The **DOCKET REPORT INFORMATION** screen displays

- ◆ Enter the case number for the docket report you wish to generate

NOTE: The docket report can be limited to certain criteria and sorted in a specific manner

- ◆ Select the criteria you want by either typing in the information or using the down arrow buttons where applicable
- ◆ Click on the **[run report]** button to generate the docket report

GENERATING A CLAIMS REGISTER

STEP 1. Click on the **Reports** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **REPORTS** screen displays

- ◆ Select the **Claims Register** hyperlink

STEP 3. The **CLAIMS REGISTER INFORMATION** screen displays

- ◆ Enter the case number for the claims register you wish to generate

NOTE: The claims register can be limited to certain criteria and sorted in a specific manner

- ◆ Select the criteria you want by either typing in the information or using the down arrow buttons where applicable
- ◆ Click on the **[run report]** button to generate the claims register

STEP 4. The **CLAIMS REGISTER** displays

- ◆ The claim number is a hyperlink to the PDF file of the claim and any supporting documents

STEP 5. To **print** the Claims Register, click on file, print on the upper left hand side of the screen OR the printer icon on the tool bar

PERFORMING A QUERY ON A CASE OR INDIVIDUAL

STEP 1. Click on the **QUERY** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **SEARCH** screen displays

STEP 3. You can search by case number, name, social security number or id number

- ◆ Enter the information in the fields you wish to search
- ◆ Click on the **[run query]** button

STEP 4. The **SEARCH RESULTS** screen displays

◆ If you choose to search by party name or social security number, all persons matching the information will display. Clicking on the name will display the docket sheet for that person.

◆ If you choose to search by case number, the query information screen displays. Select the appropriate section that you wish to view

INSTRUCTIONS ON ADDING AN ATTACHMENT

THE SELECT ONE OR MORE ATTACHMENTS screen displays after selecting the Yes radio button and clicking [next]

STEP 1. ENTER THE PDF DOCUMENT THAT CONTAINS ATTACHMENT

- ◆ Click on the browse button to search for the attachment
- ◆ The File Upload Dialogue Box opens
- ◆ Use your drop down arrow to select all files (*.*) for the Files of Type
- ◆ Navigate to the directory where the appropriate PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by selecting file, then close
- ◆ Minimize the Adobe Acrobat application by clicking on the - symbol in the upper right hand corner
- ◆ If that is the correct file, click open on the File Upload dialogue box.
- ◆ The **SELECT ONE OR MORE ATTACHMENT** screen will display with the complete filename and path of where your PDF is located

STEP 2. SELECT A DOCUMENT TYPE AND/OR ENTER A DESCRIPTION

- ◆ To enter a type - click in the down arrow in the box below type and select a document type description, OR
- ◆ Enter a description - click in the description box and type in what you wish to name the attachment
- ◆ Click on [Add to List]
- ◆ If you attach the incorrect document, highlight the file name and click on [Remove from List]

NOTE: For more than one attachment, continue adding by following these instructions until all attachments have been added

- ◆ Click [next] to proceed when all attachments have been added

OBJECTION TO CLAIM

STEP 1. Click on **Bankruptcy** hyperlink on the CM/ECF Main Menu

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **Claim Actions** hyperlink

STEP 3. The **CASE NUMBER** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **FILE A CLAIM ACTION** screen displays

- ◆ Scroll down to highlight **objection to claim** or type in the first letter of your selection for a faster search
- ◆ Click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays all the participants on the case

- ◆ Click on the trustee to highlight
 - ◆ Click on the **[next]** button to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays - do not check the box to make the association

- ◆ Click **[next]** to continue

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ Navigate to the directory where the appropriate PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by selecting file, then close
- ◆ Minimize the Adobe Acrobat application by clicking on the - symbol in the upper right hand corner

- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The **CLAIM INFORMATION** screen displays

- ◆ Enter the claim number(s) and claimant(s) name in the appropriate text boxes
- ◆ Click on the **[next]** button to continue

NOTE: You have the option to select up to 5 claims that are being objected to. If there are more than 5, enter the additional claim numbers in docket text and type in “see objection to claims for details”

- ◆ Click on the **[next]** button to continue

STEP 9. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court’s official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10 . The **FINAL DOCKET TEXT** displays

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 11. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court’s database. It certifies that the document is now an Official court document.

- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case
- ◆ Make note of the document number

PROOF OF CLAIM

****DO NOT FILE PROOF OF CLAIMS ON NO ASSET CASES****

NOTE: Prior to docketing a proof of claim view the creditor mailing matrix under the Utilities menu category to be sur the creditor is already listed on the creditor mailing matrix. If the creditor is not on the matrix, you must file the claim in paper format with the clerk's office.

STEP 1. Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** screen displays

- ◆ Click on the **File Claims** hyperlink

STEP 3. The **SEARCH FOR CREDITOR** screen displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Enter the **Name of the creditor** filing the claim. Additional search clues are shown below. **OR**
- ◆ Leave creditor name field blank and click on **[next]** to pull up all creditors on the case
- ◆ Do not change the default of **creditor** in the **Type of Creditor** box
When a matrix is uploaded into the system, the creditor type filed defaults to **creditor**

Search Hints

- Include punctuation (Garcia-Carrera)
- Try alternate search clues if your first search is not successful
- Partial names can be entered without a wild card
- Wild cards may be used before or within search strings (*son, Gr?y)
- The asterisk * should not be used by itself. It will search ALL records in the database and use unnecessary system resources

- ◆ Click on the **[next]** button to search the creditor database for this claimant

STEP 4. The **CREDITOR SELECTION** screen displays

- ◆ The creditor(s) who matches the search criteria will be displayed. If more than one creditor matches the search, the names can be shown by clicking on the down arrow button. Select the desired creditor by clicking on it with your mouse. Click on the **[next]** button

STEP 5. The **PROOF OF CLAIM INFORMATION** screen displays

- ◆ If the claim is amending a previously filed claim, enter the claim number that is being amended in the **Amends claim #** field. You will need to search the claims register for this information
- ◆ Do not enter anything in the **Duplicates Claim #** field as it is not the policy of the Court to indicate whether the claim is a duplicate or not. The trustee is responsible to verify this information
- ◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee. The default is creditor. If the claim is filed by someone other than the creditor, click on your selection using the down arrow button
- ◆ The current date appears as the **Date Filed** by default
- ◆ Do not change the **Late** field default value of **no**. It is not the policy of the Court to indicate whether the claim is late. The trustee is responsible to verify this information.
- ◆ The **Status** field displays the claim status of Allow, Amend, Disallow, Expunge, Reclassify and Withdraw. Leave this field **blank**.
- ◆ Enter the **Amount Claimed** in appropriate field of either **unsecured, secured, priority or unknown**. Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required. The total of all fields in the amount claimed section will be automatically calculated.
- ◆ Information entered in the **Description** and **Remarks** fields will appear on the Claims Register. Both fields are 255 characters long.
- ◆ When you have completed this screen, click on the **[next]** button to associate the PDF file of the claim with this filing

STEP 6. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ Navigate to the directory where the PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by selecting file, then close
- ◆ Minimize the Adobe Acrobat application by clicking on the - symbol in the upper right hand corner
- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename

and path of where your PDF is located

- ◆ **NOTE:** If there are **NO** attachments to the document - click **[next]** to continue

If there **ARE** attachments to the document - See separate instructions ***Adding Attachments*** to continue

STEP 7. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an Official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case
- ◆ Make note of the claim number assigned to the claim

UNCLAIMED FUNDS

STEP 1. Click on **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar

STEP 2. The **BANKRUPTCY EVENTS** displays

- ◆ Click on the **Trustee/US Trustee** hyperlink

STEP 3. The **CASE NUMBER** displays

- ◆ Enter the case number or accept the default case number if correct
- ◆ Click on the **[next]** button to continue

STEP 4. The **TRUSTEE ACTION** screen displays

- ◆ Scroll down to highlight **Unclaimed Funds**
or type in the first letter of your selection for a faster search
- ◆ click on the **[next]** button to continue

STEP 5. The **PARTY SELECTION** screen displays

- ◆ Click on the trustee to highlight
- ◆ click on the **[next]** button to continue

STEP 6. The **ATTORNEY/TRUSTEE ASSOCIATION** screen displays, **do not** check the box to make the association

- ◆ click **[next]**

STEP 7. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ **The File Upload Dialogue Box**
- ◆ Use your drop down arrow to select all files (*.*) for the **Files of Type**
- ◆ At the Look In: box, navigate to the directory where the PDF file is located and highlight it with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by clicking on the x in the upper right hand corner

- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions ***Adding Attachments***

STEP 8. The IN THE AMOUNT OF screen displays

- ◆ In the blank edit box - enter the amount of unclaimed funds being sent to the court
- ◆ click **[next]** to continue

STEP 9. The DOCKET TEXT EDITING screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 10. The FINAL DOCKET TEXT displays, click [next]

- ◆ This is the last opportunity to verify that the docket text is correct before The document becomes part of the official record.
- ◆ If docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 11. The NOTICE OF ELECTRONIC FILING screen is then generated

- ◆ The Notice of Electronic filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.
- ◆ Copies of this notice are immediately e-mailed to all CM/ECF filers who are parties to this case
- ◆ Make note of the document number

NOTE: Please submit your check to the clerk's office with the case number, case Name and THIS document number

ADVERSARY CASE OPEN DOCKETING INSTRUCTIONS
AS A TRUSTEE

STEP 1. Click on the **Adversary** hyperlink on the CM/ECF Main Menu

STEP 2. The **ADVERSARY EVENTS** screen displays

- ◆ Click on the **Open an AP Case** hyperlink

STEP 3. The **OPEN ADVERSARY CASE** screen displays

- ◆ The case type always defaults to ap. There is no other option.
- ◆ The complaint field defaults to **y**. Leave this field set to y
- ◆ When the screen is correct, click on the **[next]** button to continue

STEP 4. The **ASSOCIATED CASES** screen displays

- ◆ Enter the Lead Bankruptcy Case Number in yy-nnnnn format
- ◆ The Association type field defaults to **adversary**. Leave this field set to adversary
- ◆ Click on the **[next]** button to continue

STEP 5. The **CASE ASSIGNMENT** screen displays

- ◆ Based on the lead Bankruptcy case, a default divisional office and Judge assignment is made
- ◆ Click on the **[next]** button to continue

STEP 6. The **PARTY SEARCH** screen displays

- ◆ Enter your search criteria for the plaintiff
- ◆ To prevent duplicate person records, a search of the database for parties is necessary. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.

Search Hints

- Enter one field of data for each search
- Format Social Security Number or Tax ID with hyphens
- Searching is case sensitive (Smith, not smith)
- Include punctuation (Garcia-Carrera)
- Try alternate search clues if your first search is not successful
- Partial names can be entered
- Wild cards (*) should not be used at the end of search strings
- Wild cards may be used before or within search strings (*son, Gr?y)
- The asterisk * should not be used by itself. It will search ALL records in the

- ◆ Click on the **[search]** button

STEP 7. The **SEARCH RESULTS** screen displays. If there are no matches, the system will return a No Person Found message

- ◆ If the party is not already on the database proceed to add the plaintiff by clicking on the **[create new party]** button
- ◆ If the party is already on the database, select it by clicking on it with your mouse and clicking on the **[select name from list]** button

NOTE: Your name search may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party's address information for verification. If the information is correct, click on the **[select name from list]** button

If none of the addresses are correct for this party, you can either 1.) Modify the address (for this case only) on the Party Information screen, or 2.) Click on the **[create new party]** button to add a new person record for this address

STEP 8. The **PARTY INFORMATION** screen displays

- ◆ Enter the plaintiff's Name and Address in the appropriate boxes
- ◆ Pro Se Y or N defaults to No - Leave as is

NOTE: Do not use special characters such as asterisks, parentheses, brackets or percent signs

- ◆ When adding a party, you must indicate the role type from the pick list. Select the role type of **plaintiff** (pla:pty), using the drop down arrow button to make your selection
- ◆ Enter further descriptive text in the party text filed, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ Click on the **[Attorney]** button to add yourself as representing the plaintiff

STEP 9 The **SEARCH FOR AN ATTORNEY** screen displays

- ◆ Searched the attorney database by Federal ID Number or Last Name
- ◆ Enter your search criteria
- ◆ Click on the **[search]** button to continue

STEP 10. The **Attorney Search Results** is displayed on the next screen.

NOTE: Your search may find more than one listing having the same name. Clicking on each of the names will display a window with the address information for verification

If none of the addresses listed is your current address , you can modify the address (for this case only) on the Attorney Information screen. Send a letter to the court updating your current address for all cases in the court.

- ◆ Highlight your name and click **[select name from list]**

STEP 11. The **ATTORNEY INFORMATION** screen displays after selecting the attorney from the prior screen

- ◆ If the address or other information is missing or incorrect for the current case, make the appropriate changes

NOTE: Changing the attorney's street or e-mail address or other information on this screen only changes it for the current case. In CM/ECF, each attorney record contains only one address. This is your opportunity to provide an alternate address on this case for counsel who maintain more than one office or a P.O. Box

NOTE: To change the attorney information permanently for all cases, a request must be made to the court in writing

- ◆ The office, phone, and e-mail fields will be displayed along with the attorney's name and address information on the caption of the docket report.
- ◆ Once the attorney's information is correct and complete, click on the **[add attorney]** button

STEP 12. The **PARTY SCREEN** displays again, you can click the **[review]** button to view parties added or

- ◆ Click **[submit]** to continue

STEP 13. The **PARTY SEARCH** screen displays

NOTE: At this point you could continue to enter additional plaintiffs in this proceeding, if applicable. After completely inputting the names of all plaintiffs, continue with the same procedure by entering the names of all defendants (one at a time)

- ◆ You **MUST add the addresses** for defendants.
- ◆ **DO NOT** add an attorney for the defendant
- ◆ As the defendant's attorney information will be added at a later time, change the Pro se field from the default of **no** to **yes** using the drop-down arrow to make your selection
- ◆ You must indicate the role type from the pick list. Select the role type of **defendant** (dft:pty), using the drop down arrow to make your selection
- ◆ Click on the **[submit]** button
- ◆ The **Party Search** screen will display. When all parties have been entered, click on the **[end party selection]** button.

STEP 14. The **ADVERSARY STATISTICAL** screen displays

- ◆ For the Party code field, make the appropriate selection from the pick list
- ◆ Select the Nature of Suit for the case from the pick list. If there are multiple nature of suits in the proceeding, select only one - add the remaining nature of suits in Step 18 - Edit Docket Text

NOTE: If one of the multiple suits is a 727 objection to discharge, it is important to enter the 424 (Obj/Revocation Discharge 727) as your first selection

- ◆ The Origin code defaults to 1 Original Proceeding - leave as is
- ◆ Leave Transfer date section blank
- ◆ The default for the Rule 23 (class action) field is **n**. Select **y** if the proceeding is a class action
- ◆ The default for the Jury Demand field is None. Make another selection from the pick list, if appropriate
- ◆ Dollar demand. If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the dollar demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000
- ◆ When this screen is correct, click **[next]**

STEP 15. The **PDF DOCUMENT SELECTION** screen displays

- ◆ Click on the **[browse]** button
- ◆ At the File Upload Box, use your drop down arrow, select all files (*.*) for the **Files of Type**
- ◆ Navigate to the directory where the PDF file is located and highlight the file with your mouse
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select open from the drop down menu
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct
- ◆ Close the document by selecting file, then close
- ◆ Minimize the Adobe Acrobat application by clicking on the - symbol in the upper right hand corner
- ◆ If that is the correct file, click **[open]** on the **File Upload** dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will display with the complete filename and path of where your PDF is located

Note: If there are **NO** attachments to the document - click on **[next]** to continue

If there **ARE** attachments to the document - click on the radio button **YES** and see instructions **Adding Attachments**

STEP 16. Click **[next]** again

STEP 17. The **DOCKET TEXT EDITING** screen displays

- ◆ An Edit Text Box appears within the docket text - use this to enter additional descriptive language so as to more specifically describe the nature of your document. DO NOT add additional language if docket text is sufficient.

NOTE: Add the remaining Natures of Suit in this edit box if there is more than one listed in the complaint

There is no known character limit when using the Edit Text Box. Everything entered here will be made part of the Court's official record.

- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 18. **FINAL TEXT** displays

- ◆ This is the last opportunity to verify that the docket text is correct before the document becomes part of the official record
- ◆ If the docket text is incorrect, click the browser **[back]** button at the top of the screen one or more times to find the error
- ◆ If the docket text is correct, click on the **[next]** button to continue

STEP 19. The **NOTICE OF ELECTRONIC FILING** screen is then generated

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the adversary is now an Official court document.
-
- ◆ Make a note of the Adversary Proceeding Number
 - ◆ Make a note of the corresponding docket number on the main case